

## JOB DESCRIPTION

Job Classification: Registered Nurse (RN)

Reports to: RN Manager

Supervises: None

Last reviewed: 01/09/2020

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### POSITION PURPOSE:

This position is responsible for the care of patients (in person or over the phone) by providing, patient care, counseling, triage, patient education, and population health management. The ultimate goal is to partner with patients and the health care team to improve patient health outcomes, and support health literacy to empower patients to make informed health decisions, and assist patients with navigating the health care system.

### MINIMUM QUALIFICATIONS:

**Education:** Graduate of an Accredited School of Nursing

**Licensure/Certification:** Valid Washington State Registration/License as a Registered Nurse

**Experience:** Previous experience in primary care or outpatient setting preferred

**Equipment/Skills:** Knowledgeable regarding the nursing process and its application, including the assessment, planning, implementation, and evaluation of nursing care. Uses own judgment in ascertaining acuity of patients' problems and recommends immediate or later intervention. Wound care knowledge and training. Bilingual in English and Spanish preferred.

**Physical demands:** Ability to physically perform the functions of the job, including sitting, standing, walking, lifting, carrying, bending, and reaching with or without reasonable accommodation. This position requires that most time is spent standing or walking over long periods.

**Status Classification:** Hourly

### PRIMARY JOB RESPONSIBILITIES:

- A. Ensures confidentiality of all clients/patients information per Valley View Health Center policy and HIPAA guidelines.
- B. Respects and works well with all team members.
- C. Attends and participates in all required meetings and trainings including both staff meetings and partner meetings as identified by supervisor.
- D. Provides patient triage and prioritizes patient care by urgency of needs and acuity.
- E. Provides case/care management to ensure compliance and continuity of care. Standards:

- Transitional Care Management
  - Chronic Care Management
  - Hospital and Emergency Department Discharges
  - Collects and Documents critical information from available sources (i.e. hospital records, medication lists, other clinic records, lab results, chart preparation, consult chart reviews)
  - Assist patient in making future appointments and in making appointments for specialty clinics and following up for compliance
  - MAT (as trained and privileged)
  - INR support (as trained and privileged)
  - Medication Reconciliation
- F. Provides population health management for chronic disease patient panel monitoring, patient outreach, and education.
- G. Provides or supports direct patient services. Standards:
- Nurse Visits
  - Shared Nurse Visits
  - Medicare Wellness Visits
  - Wound Care (as trained and privileged)
  - IVs (as trained and privileged)
  - Catheters (as trained and privileged)
- H. Provides patient education, as needed either in person or over the phone. Including but not limited to:
- Diabetes, Acute and Chronic disease management
  - STI/HIV
  - Nutrition
  - Advanced Directives
  - Preventive Care
  - Pediatric care counseling
  - Medication questions
- I. Provides support to Medical Assistants (MA) and Licensed Practical Nurse (LPN) through understanding of VVHC policies, standards, and procedures and is able to perform and provide guidance for:
- Administration of immunizations, skin tests, and medications
  - Medication refill requests and prior authorizations
  - Blood Draws
  - CLIA Waived tests
  - DME requests
  - Home Health Orders
  - Closing the Loop (Clinical Tracking)
  - Quality of Care screening metrics (i.e. mammogram due, colonoscopy due, cervical cancer screening due)

